

ATTENTION DEVELOPMENT CONTRACTORS:

FOR A CERTIFICATE OF OCCUPANCY / CERTIFICATE OF COMPLETION TO BE ISSUED, YOU MUST SUBMIT THE FOLLOWING ITEMS:

- 1. The Elevation Certificate**
- 2. Final Survey**
- 3. Final Termite Certification**
- 4. Letter from the Engineer of record certifying that the site meets all of the criteria for access as established by the Americans with Disabilities Act.**
- 5. Letter from the Engineer of record certifying that the paving, grading and drainage, striping and signage were constructed as described on the approved plans and specifications.**
- 6. Letter from the Landscape Architect certifying that the landscape and irrigation was installed as approved by the Town and meets town code.**
- 7. Schedule a final walk through with the Director of Public Works AND Community Development Director.**
- 8. Within thirty (30) days after the Issuance Certification of Occupancy the applicant must provide a copy of the As-built drawings in hard copy and electronic formats to the Town. Included on the As-built will be the elevations for the inverts of all pipes, the location of all structures, the elevations of all structures and any modification to the approved plan.**
- 9. Copy of NPDES inspection logs.**
- 10. Cost Recovery. All fees and costs incurred by the Town and billed to the Applicant shall be paid to the Town PRIOR to receiving a Final Certificate of Occupancy.**
- 11. Review of Stormwater Management fees (if applicable).**